

723 West Markham Street Little Rock, Arkansas 72201-1334

Phone: (501) 371-4790 Fax: (501) 399-3435

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

| 1. Application Date: | |
|--|---|
| 2. Date of Public Hearing: | at 5:00 p.m. |
| 3. Address of Property: | |
| 4. Legal Description of Property: | |
| 5. Property Owner (Printed Name, Address, Phone, Email): | |
| 6. Owner's Agent: (Printed Name, Address, Phone, Email): | |
| 7. Brief Project Description: | |
| 8. Estimated Cost of Improvements: | |
| 9. Zoning Classification: Is the proposed change a permitted use? Yes No | |
| 10. Signature of Owner or Agent: | |
| (The owner will need to authorize any Agent or person representing the owner at the pu | ıblic hearing). |
| NOTE: Should there be changes during construction (design, materials, size, etc.) from applicant shall notify Commission staff and take appropriate actions. Approval by the Coexcuse applicant or property from compliance with other applicable codes, ordinances or unless stated by the Commission or staff. Responsibility for identifying such codes, ordinance with the applicant, owner, or agent. | ommission does not policies of the city |
| (This section to be completed by staff): Little Rock Historic District Commission Action | |
| Denied Withdrawn Approved Approved with Conditions See Attached | Conditions |
| Staff Signature: Date: | |



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Instructions for Filing for a Certificate of Appropriateness (COA)

- 1. The owner or authorized representative is required to file an <u>application</u> and a <u>cover letter</u>. See attached "Application for a Certificate of Appropriateness." The cover letter shall set forth the development rationale, the intent of the use and should include such information as is necessary to thoroughly inform the Commission on the issue. Return the completed form to Department of Planning and Development by the designated deadline.
- 2. The owner/applicant shall submit <u>one set of scaled drawings</u> on 24" x 36" <u>AND</u> <u>twelve (12) copies of</u> the drawings on 8½" x 14" or 11" x 17" for either:

A. Existing Buildings

- (1) An accurate sketch, photograph or drawing of existing elevations where changes are proposed; plus a sketch or drawing of proposed changes.
- (2) A description of materials for all exterior surfaces to be used including but not limited to foundation, walls, windows, doors, roof and exterior surfaces and details including sizes, manufacturer, model number, and color.

B. New Construction

- (1) A scaled (1/4"=1" preferred) drawing of all elevations showing proposed appearance and its relationship to adjacent and nearby buildings.
- (2) A description of materials for all exterior surfaces to be used including but not limited to foundation, walls, windows, doors, roof and exterior surfaces and details including sizes, manufacturer, model number, and color.

C. Demolitions

Submittals include but are not limited to the following:

- (1) Copies of engineering reports to show soundness of structure.
- (2) Copies of termite inspection to show infestation levels.
- (3) Other engineering or professional reports to show cause for demolition.
- (4) Other reports to demonstrate financial hardship.

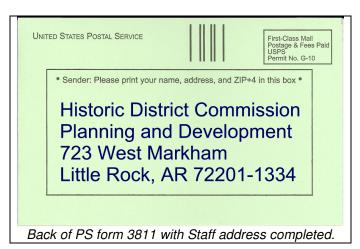
D. Materials to be used

Samples of materials, brochures, pamphlets or other literature should be submitted with application.

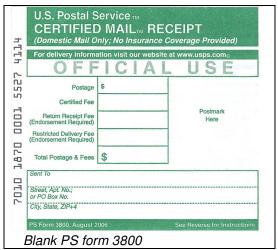
- E. NOTE: All required documents for review must be submitted to staff no later than three (3) weeks before the meeting date.
- 3. Before the meeting, the **applicant must perform the following**:
 - A. Post the subject property with a sign at least ten (10) days before the meeting. The sign, furnished at the time of application, must be placed at the front of the property to be seen from the street. If subject property is located on a corner or fronts two streets, **one sign must be posted on each**

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- <u>side</u> to be viewed from both streets. If the sign is destroyed or torn down, applicant must obtain a replacement from the office.
- B. Give at least ten (10) days written notice of the time, place and date of the public hearing to all recorded property owners (as certified by a licensed abstractor) within 150 feet. Applicant is also responsible for notifying any property owners that they have knowledge of that are not reflected on the abstract company list.
- C. Notify property owners within 150' with the form "Notice of Public Hearing," which is attached or available from Staff. Send the required notice by certified mail return receipt requested. Address on the back of the PS Form 3811 Domestic Return Receipt shall be: "Historic District Commission, Planning and Development, 723 West Markham, Little Rock, Arkansas 72201-1334."
- D. The Affidavit at the bottom of the "Notice of Public Hearing," form must be signed before returning "Affidavit" to Staff.



- 4. Five (5) business days prior to the meeting, **the applicant must submit** the following to staff:
 - A. Green and white certified mail receipts (PS Form 3800 proof of mailing),
 - B. Certified listing of recorded property owners from abstract company.
 - C. List of owners notified and,
 - D. Copy of the completed public meeting notice and signed Affidavit.
- 5. The applicant or representative <u>must be present at the public hearing</u> in order to answer questions the Commission or interested parties may have. The Commission will not act upon your item unless the applicant or representative is present.



- 6. The applicant or representative <u>must provide proof of ownership of the project property or documentation of the owner's consent to the submission of the application.</u>
 - A. Provide proof of ownership or authorization to pursue a COA.

 Valid forms proving ownership are: a current property tax bill, escrow letter, grant deed, deed of trust, mortgage statement, or tax assessment card showing ownership. Telephone bills, utility bills, or driver's licenses as proof of ownership are not acceptable.
 - B. If Renting Property: Current lease or rental agreement AND a notarized statement from the property manager or property owner for you to pursue a COA.
- 7. NON-COMPLIANCE WITH THE ABOVE MAY CAUSE AN APPLICATION TO BE WITHHELD UNTIL PROPERLY SUBMITTED AND MAY REQUIRE RENOTIFICATION OF PROPERTY OWNERS.

IF THERE ARE QUESTIONS OR ADDITIONAL INFORMATION IS NEEDED, CALL DEPARTMENT STAFF AT 371-4790.



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NOTICE OF PUBLIC HEARING

BEFORE THE LITTLE ROCK HISTORIC DISTRICT COMMISSION APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS TO OWNERS OF LAND NEAR THE SUBJECT PROPERTY LOCATED AT

| Address: |
|--|
| General Location: |
| Owned by: |
| NOTICE IS HEREBY GIVEN THAT an application for a Certificate of Appropriateness on the |
| above described property requesting the following changes: |
| |
| |
| |
| |
| has been filed with the Department of Planning and Development. A Public Hearing on said application will be held by the <u>Historic District Commission</u> in the <u>Board of Directors Chambers</u> , City Hall, second floor, <u>500 W. Markham Street</u> on (date) at 5:00 p.m. |
| ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place or may notify the Little Rock Historic District Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development to review the application with Commission Staff. |
| |
| Instructions for applicant: Please return the completed form and signed affidavit, UNCUT, to staff no later than five (5) days prior to the public hearing. Mail the top portion "Notice of Public Hearing" to provide ten (10) days notice prior to the public hearing date. |
| AFFIDAVIT |
| I hereby certify that I have notified all the property owners as reflected on the abstract company list and all those that are not reflected on that list that I have knowledge of within 150 feet of the above-described property, that subject property is being considered for a Certificate of Appropriateness and that a Public Hearing will be held before the Little Rock Historic District Commission at the time and place described. |
| Applicant (owner or authorized representative): |
| Date: |



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CERTIFICATE OF APPROPRIATENESS AUTHORIZATION OF REPRESENTATION STATEMENT

| l, | do hereby authorize |
|--|---|
| Property owner (print) | , |
| tc Agent/representative name and business (print) | represent me and my interests in an |
| Application for a Certificate of Appropriateness on the following reviewed the proposed application and I have including submittals that are attached. | |
| Street Address: | |
| | |
| Title Holder's Signature | Date |
| Agent's Signature | Date |
| ======================================= | ======================================= |
| Subscribed and sworn to me, a Notary Public on this | day of, |
| | Notary Public |
| | |
| My Commission Expires: | |